

## **Constitution of the Adelaide University Sciences Association**

### **1. Name**

The name of the unincorporated association is the Adelaide University Sciences Association, referred to herein as 'the society'.

### **2. Definitions**

'Committee' means the committee of management of the society

'General meeting' means a general meeting of members of the society convened in accordance with these rules

'Member' means a member of the society

'Special resolution' means a resolution of which every member has received seven days notice

'Month' shall mean a calendar month.

'AUU' means the Adelaide University Union

'University' means the University of Adelaide

'CA' means the Clubs Association

'Faculty' means the Faculty of Sciences

### **3. Objects or purposes of the society**

The objects of the society are

- i) To provide a network for all science students, regardless of discipline, to engage with each other both socially and academically.
- ii) To organise social events for all science students and students with interest in science, regardless of discipline, to enhance their experience at university.
- iii) To work with the Faculty to provide a unique, positive, and memorable experience to all science students, regardless of discipline.
- iv) To represent the ideals of all science students, regardless of discipline, and provide an active voice for the opinions of science students to the Faculty and the University.
- v) To encourage all science students, regardless of discipline, to achieve their academic goals by providing an adequate system of support
- vi) To provide a forum for all students, regardless of discipline, to explore the rich diversity of the fields of sciences and to work with the community to provide a rich insight into the world of science.
- vii) To encourage trans-disciplinary study, and to promote a diversity of knowledge to all students.
- viii) To draw interest of a wider community into the fields of science.

### **4. Affiliation**

The society shall be affiliated with

- a. the Clubs Association
- b. the Adelaide University Union

### **5. Membership**

#### **5.1 Application**

- a. Any person who supports the objects of the society and agrees to be bound by its rules may apply for membership of the society.
- b. The application for membership shall be made by filling in the appropriate form.
- c. Upon the acceptance of the application by the committee and upon payment of the first annual subscription, the applicant shall be a member of the society.

Initial & date:
-----------------

## 5.2 Subscriptions

- a. The subscription fees for membership shall be such sum (if any) as the members shall determine from time to time at the most recent Annual General Meeting.
- b. The subscription fees shall be payable annually, with membership ceasing annually on the 28<sup>th</sup> of February.
- c. Any member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the society, provided always that the committee may reinstate such a person's membership on such terms as it thinks fit.

## 5.3 Resignations

A member may resign from membership of the society by giving written notice to the committee. Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the society.

## 5.4 Expulsion of a member

- a. Subject to giving a member an opportunity to be heard or to make a written submission, the committee may recommend the expulsion a member upon a charge of misconduct detrimental to the interests of the society, the AUU or its affiliates, the CA or the University of Adelaide.
- b. The recommendation shall be submitted to and determined by the Grievances Committee of the CA in accordance with its rules where requested by the excluded member.

## 5.5 Register of members

A register of members must be kept and contain:

- i) the name and student number (where applicable)
- ii) a contactable email address

## 6. The committee

### 6.1 Powers and duties

- a. The affairs of the society shall be managed and controlled by a committee which, in addition to any powers and authorities conferred by these rules, may exercise all such powers and do all such things as are within the objects of the society, and are not by these rules required to be done by the society in general meeting.
- b. The committee has the management and control of the funds and other property of the society.
- c. The committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the society on which these rules are silent.

### 6.2 Appointment

- a. The committee shall be comprised of a president, vice president, secretary, treasurer, four year-level representatives and general committee members up to a total of twelve committee members.
- b. The four year-level representatives shall be comprised of a representative from each of the following levels of study:
  - i) First Year (undergraduate)
  - ii) Second Year (undergraduate)
  - iii) Third Year (undergraduate)
  - iv) Honours/Postgraduate
- c. To qualify for a level of study, a nominee must be currently undertaking at least 6 units of undergraduate study at the University of Adelaide at the level specified, or for the position of

Initial & date:
-----------------

Honours/Postgraduate representative they must be currently enrolled in an honours/postgraduate program.

- d. A committee member shall be a natural person.
- e. The first committee of the society shall be appointed from the promoters of the society. The first committee shall hold office until the first annual general meeting. All committee positions shall be subject to re-election at each AGM.
- f. A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the society has nominated that person before the closure of nominations at the AGM.
- g. Notice of all persons seeking election to the committee shall be given to all members of the society with the notice calling the meeting at which the election is to take place.
- h. The committee may appoint a person to fill a casual vacancy, and such a committee member shall hold office until the next annual general meeting of the society and shall be eligible for election to the committee without nomination.
- i. If no nominations are received for a position, then that position shall be declared vacant

### 6.3 Proceedings of Meetings

- a. The society shall meet together for the dispatch of business at least monthly.
- b. Questions arising at any meeting of the society shall be decided by a majority of votes, and in the event of equality of votes the president shall have a casting vote in addition to a deliberative vote.
- c. A quorum for a meeting of the society shall be ten members of the society, one of whom must be a member of the committee.

### 6.4 Disqualification of committee members

The office of a committee member shall become vacant if a committee member is:

- expelled as a member under these rules;
- resigns as a member of the club; or
- fails to attend three (3) committee meetings without a leave of absence being granted

## 7. General meetings

### 7.1 Annual general meetings

- a. The committee shall call an annual general meeting in accordance with these rules.
- b. An annual general meeting shall be called annually
- c. AUU shall be notified of the calling of an annual general meeting.
- d. The order of the business at the meeting shall be:
  - i) the confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting
  - ii) the consideration of the accounts and reports of the committee
  - iii) the election of committee members.
  - v) any other business requiring consideration by the society in general meeting.
- e. An attendance list, summary of the president's report, summary of the treasurer's report and the returning officer's report shall be returned to AUU Administration within two weeks.

### 7.2 Special general meeting

- a. The committee may call a special general meeting of the society at any time.
- b. Upon a requisition in writing of not less than ten members of the society, the committee shall, within two weeks of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.

Initial & date:
-----------------

c. Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.

### 7.3 Notice of general meetings

a. At least seven days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.

b. A notice may be given by the society to any member by serving the member with the notice personally, or by sending it by post or email to the address appearing in the register of members.

### 7.4 Proceedings at general meetings

a. Five members present personally shall constitute a quorum for the transaction of business at any general meeting.

b. If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.

c. Subject to 8.4d, the President shall preside as chair at a general meeting of the society.

### 7.5 Voting at general meetings

a. Subject to these rules, every member of the society has only one vote at a meeting of the society.

b. Subject to these rules, a question for decision at a general meeting must be determined by a majority of members who vote in person at that meeting.

c. Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

### 7.6 Elections at general meetings

a. The elections shall be conducted by a Returning Officer, who is appointed by the committee prior to the AGM

b. The Returning Officer may not be nominated for a position on the committee.

c. All committee positions are to be declared vacant at each Annual General Meeting

d. Nominations for election for positions can be received from the notice of the AGM until voting on that position is set to commence.

e. Nominations can be received in writing or in person to the chair.

f. Voting for single member positions shall be conducted through a preferential voting system whereby candidates are numbered from one to the number of nominees. The candidate with the fewest number of first preferences is excluded and their highest remaining preference distributed to the appropriate remaining candidate until one candidate is remaining, who will be declared elected.

g. Voting for the general committee positions shall be conducted by a Hare-Clark preferential voting system.

h. If only two nominations are received, voting may be conducted through either a show of hands or a secret ballot, if requested by member who is present at the meeting.

## 8. Minutes

Initial & date:
-----------------

- a. Proper minutes of all proceedings of general meetings of the society and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- b. The minutes kept pursuant to this rule must be confirmed by the members of the society or the members of the committee (as relevant) at a subsequent meeting.
- c. The minutes kept pursuant to this rule shall be signed by the chair of the meeting at which the proceedings took place or by the chair of the next succeeding meeting at which the minutes are confirmed.
- d. Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

**9. Dispute resolution**

Any and all disputes that may arise that cannot be resolved by informal means shall be submitted to the Grievance Committee of the AUU for determination.

**10. Financial reporting**

The society shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the society.

**11. Prohibition against securing profits for members**

The income and capital of the society shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the society.

**12. Winding up**

The society may be wound upon the special resolution of the society at a general meeting.

**13. Application of surplus assets**

Upon winding up of the club, net assets (residual amount after all outstanding expenses are paid) are to be transferred to the Faculty of Sciences.

**14. Rules**

- a. These rules may be altered (including an alteration to the society's name) by special resolution of the members of the society. This includes rescission or replacement by substitute rules.
- b. The registered rules shall bind the society and every member to the same extent as if they agreed to be bound by all of the provisions thereof.
- c. Subject to any provision in the rules or a resolution to the contrary, an alteration to the rules comes into force at the time that the alteration is passed.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

President \_\_\_\_\_ Secretary \_\_\_\_\_

Initial & date:
-----------------